

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEALTH & FAMILY WELFARE DEPARTMENT
HR-MEDICAL BRANCH
9TH LEVEL, A WING, DELHI SECRETARIAT, NEW DELHI

F.11/254/H&FW/HR-Medical/2018/ 197-200

Dated : 24/4/18

To,

✓ All HODs/ Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi and Autonomous Bodies of Delhi .

Sir/Madam ,

I am directed to upload the Circular alongwith the Bio-data Performa for Filling up of the vacant posts of Psychiatric Social Workers in different Hospitals/ Medical Institutions / Prisons for circulation on the Department Website, GNCTD of Delhi. This is for your kind information.

Encls : As above

Yours faithfully,

AS

(J.P. SHARMA)
Deputy Secretary (H&FW)

F.1(804)/HR-Para/H&FW/2018/197-200

Dated : 24/4/18

1. PS to Pr. Secretary (H&FW), Delhi Sectt. Delhi.
2. PA to Spl. Secretary (HR-Medical), Delhi Sectt. Delhi
3. SO (IT), H&FW Deptt., with the request to upload the Circular on Deptt. Website.

AS

(J.P. SHARMA)
Deputy Secretary (H&FW)

Paste
ANNEXURE -I

Paste a recent Passport
size self attested
photograph of candidate

BIO-DATA/CURRICULUM VITAE PROFORMA

(FOR APPLICATION FOR THE POST OF CLINICAL PSYCHOLOGIST IN DEPARTMENT OF HEALTH & FAMILY WELFARE ON DEPUTATION BASIS)

1	Name & Address (in Block Letters)				
2	Date of Birth (in Christian Era)				
3	i) Date of Entry into Service ii) Date of Retirement under Central/ State Government Rules				
4	Educational Qualifications				
5	Qualification/Experience Required as mentioned in the advertisement /vacancy circular			Qualification/Experience possessed by the Official	
6	Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).				
Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for
<ul style="list-style-type: none"> Important : Pay –band and Grade Pay granted under ACP/ MACP are personal to the Official and therefore, should not be mentioned . Only pay and Grade Pay /Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below: 					
Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Schemes		From	To	

7.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi -Permanent		
8	Note : In case of Officers already on deputation , the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity clearance		
9	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
10	<p>Additional details about present employment : Please state whether working under (Indicate the name of you employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Union Territory Administration (d) Universities (e) Recognized Research Institutions (f) Semi Government (g) Autonomous Bodies (h) Others</p>		
11	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
12	Total emoluments per month now drawn		
	Basic Pay in the Matrix/ Basic Pay in the PB	Grade Pay (in case of pre revised pay)	Total Emoluments
13	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowance etc. (with break -up details)	Total Emoluments
14	<p>Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i)additional academic qualifications (ii) professional training and (iii)Work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note : Enclose a separate sheet , if the space is insufficient).</p>		
15	Whether belongs to SC/ ST		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post . The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the Candidate
Address _____
e-mail ID : _____
Contact NO. _____

Certification by the Employer/ Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

1. Also certified that :
 - i) There is no vigilance/ disciplinary case pending/contemplated against Sh./ Smt. _____
 - ii) His/ Her Integrity is certified.
 - iii) His/ Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer are enclosed.
 - iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)